

## CHAPTER 7

## WORKSHEET

Professional Experience—  
Chronological**BE SURE TO FILL OUT *BOTH SIDES* OF THIS SHEET.****Professional Experience:**

JOB TITLE—MOST RECENT JOB:

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DATE EMPLOYMENT BEGAN (Month, Year):

DATE TERMINATED (or “to Present”):

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\_\_\_\_\_, 20\_\_\_\_

NAME OF EMPLOYER/COMPANY/ORGANIZATION AND DEPARTMENT (if company is large):

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EMPLOYER'S ADDRESS (City, State):

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DESCRIPTION OF THE COMPANY OR DEPARTMENT (if the company is not well-known):

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*(continued)*

## CHAPTER 7

## WORKSHEET (continued)

Professional Experience—  
Chronological

## DUTIES AND RESPONSIBILITIES:

List three or four of your daily tasks and duties.

(Begin with the catchphrase: "Responsible for/Responsibilities included/Duties included." Bullet [•] each "duty" for emphasis.)

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## ACCOMPLISHMENTS OR MAJOR SKILLS:

List four or five. Bullet [•] each for emphasis.

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